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## Head of Operations and Finance

### The Economist Educational Foundation

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**Reports to:** Chief Executive Officer

**Hours:** Full time (40 hours) with flexible working. Core hours are 10am to 4pm Monday-Friday

**Location:** Hybrid. Central London on Wednesdays and Thursdays, remote working on other days

**Salary:** £44-48k per annum, depending on experience

**Closing date:** Thursday 24th October 5pm (GMT)

#### APPLICATION PROCESS

To apply:

2. Send a CV, cover letter and an equality and diversity monitoring form to Molly Rutherford at [MollyRutherford@economist.com](mailto:MollyRutherford@economist.com)

If you have any questions about the role, please contact our Chief Programme Officer, Tiffany Smyly, at [TiffanySmyly@economist.com](mailto:TiffanySmyly@economist.com)

We will contact all applicants after the closing date.

#### ABOUT US

We're a small, creative and fast-growing charity that was established from inside *The Economist* in 2012. We support children, aged 10 to 16, from under-served backgrounds to develop essential skills for the modern world. We do this by enabling them to join inspiring discussions about the news, which teaches them to think critically, communicate effectively and understand global issues.

**Our activities:** Our programme, Topical Talk, brings about these discussions in four ways:

- We create world-class teaching resources for classroom discussions about global news stories
- We run *Topical Talk Festival*: the only news festival for young people. Children from countries all over the world join discussions with each other and global experts; and they work towards publishing their opinions in written, audio and film format for the chance to win awards
- We offer Topical Talk Prizes: collections of resources for a series in-depth discussions about a big global issue or theme, following which students submit their work for the chance to win prizes
- We train and support teachers to bring high-quality news discussions into their classrooms; including through intensive, in-person community partnerships in the UK, US and Nigeria

**Our impact:** Children who take part in Topical Talk can make seven times more progress compared to their peers in creativity, problem-solving, open-minded listening and confident speaking. These skills are linked with better outcomes at school, in employment and as citizens. Our programme has received international recognition, including by HundrED as one of the top 100 educational initiatives of 2020 and 2021, and as first-prize winner of the UNESCO Global Media and Information Literacy Awards 2022.

**Our ambitions:** We are at an exciting point in our trajectory. We have demonstrated huge growth potential, going from a small UK pilot in 2013 to working with thousands of teachers globally today, including on-the-ground work in the UK and US. There is still an enormous unmet need, so we have bold plans to reach one million children in 2026, with 100,000 engaging on a weekly basis.

## OPPORTUNITIES WE CAN OFFER YOU

- **Real impact:** you'll support the team to make a real difference to children's ability to think critically, listen well, express themselves and understand the big issues of our time
- **Growth and development:** you'll join a fast-growing charity with opportunities to grow your skills and responsibility as the organisation takes on bigger challenges. We invest in training and development and will support you to build the skills and experience as you need, for example, working with you to find expert mentors within The Economist Group
- **A friendly, driven and highly-effective team:** we are deeply committed to being an inspiring, happy place to work, where we learn and achieve things that matter together. We work collaboratively and supportively, with the freedom to use our own judgement and be creative
- **Flexible working:** our core hours are from 10am to 4pm with a minimum of two days spent in the office each week (Wednesdays and Thursdays)
- **Other benefits:** Economist Group benefits include a great central-London office (The Adelphi Building near Charing Cross), private medical insurance, a cycle to work scheme and more

## THE ROLE

**We're looking for an experienced operations professional to drive operational excellence across the charity during an exciting time of growth.**

We're delighted to offer the opportunity to lead our finance and operations functions. The Head of Operations and Finance will support the Chief Executive Officer (CEO) to implement effective management systems across the charity. This includes responsibilities across financial management, governance, human resources, programme operations and data management.

This role has exciting scope to drive strategic operational thinking as we grow and establish new working practices.

## ROLE RESPONSIBILITIES

### Financial management

- Lead the setting, tracking and reporting of budgets and fundraising targets
- Maintain accurate records of income and expenditure on a cash and accrual basis
- Manage bookkeeping for the charity, including invoicing and bank reconciliations
- Keep accurate records of funding allocations, especially restricted and unrestricted income
- Work with our accountant to produce end-of-year accounts and prepare for audit

- Build strong relationships within The Economist Group finance team to support with financial management and compliance
- Ensure the charity remains tax compliant, including managing quarterly VAT returns and reviewing funding contracts

### **Operations, people and governance**

- Build and maintain operational processes across the organisation which support the successful delivery of our work globally
- Support the team to accurately monitor and evaluate their progress towards targets
- Work with senior leadership and hiring managers to continually improve the recruitment and onboarding process
- Line manage the Programme Officer and support them to deliver programme and admin support
- Work with our company secretary to prepare annual accounts

### **Data management**

- Manage GDPR-compliant data collection and storage, with accurate and up-to-date data to report on key targets
- Manage the presentation of data so that it is clear and accessible
- Build strong relationships across departments in The Economist Group to support with data management and legal contracts
- Work with team members to create and deliver comprehensive data metrics and collection plans and track progress towards KPIs on projects
- Work with our Head of Design and Product to lead on an upcoming digital transformation project including choosing an appropriate Customer Relationship Management system (CRM)

## **REQUIRED SKILLS, ATTRIBUTES AND EXPERIENCE**

### **Skills and attributes**

- **A clear and compelling communicator:** you're able to effectively engage different stakeholders verbally, in writing and using numbers
- **A creative problem-solver:** you generate solutions to complex problems by listening to the needs of the team, conducting your own research and analysing solutions
- **Meticulous in your work:** you have exceptional attention to detail and take pride in your work
- **Goal-oriented and driven:** you use your initiative and are motivated by targets
- **Highly organised:** you are able to manage competing priorities and have excellent time management
- **Adaptable:** You are flexible to changing circumstances and handle unexpected challenges with resilience and flexibility
- **Leadership and Management:** you are able to lead and embed cross-organisational change and manage individuals
- **Advanced data skills:** you are confident in working with large data sets.

## **Experience**

*You must have...*

- A proven track record of developing and implementing operational policies and procedures, ensuring compliance and best practice
- Experience managing charity finances – you are confident with managing charity finances including managing restricted funding, reporting on fundraising pipeline status and preparing financial accounts
- Knowledge of charity tax law – you have experience managing VAT on donations, managing tax returns and have some understanding of corporation tax

*You might have...*

- Relevant professional qualifications in business administration, accounting or a related field
- Experience of implementing a CRM system
- Experience of working for an organisation operating globally

We're particularly keen for you to apply if you are from a community under-represented in the charity sector or have lived experience of facing extra barriers because of your background.

If you require any adjustments for your interview, just let us know.